

## JOB CLUB MEMO #1 [FY 2012]

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Montgomery County Office of Human Resources

**RE:** JOB CLUB MEMBER ALERT----- Job Seeker Resources

**DATE:** July 1, 2011

### I. MONTGOMERY COUNTY GOVERNMENT JOB POSTINGS – Multiple job postings at website Visit the Montgomery County Website to find job postings and application instructions.

1. Visit the website and register by clicking on the link  
<http://www.montgomerycountymd.gov/ohrtmpl.asp?url=/content/ohr/careers/index.asp>
2. Click on [iRecruitment Visitor Homepage](#)
3. Click on [Register today](#) button to create your personal account. This allows you to add your information, access county job postings, and return to website to check on the status of your job application(s).

Visit the County website for details about the job description and online application instructions.

#### PARALEGAL SPECIALIST

Application Deadline: July 15, 2011  
\$85,463.00

Job: IRC 4131

Salary: Minimum \$51,598.00 - Maximum

**Minimum Requirements:** Education: Graduation from an accredited college or university with a Bachelor's Degree. Experience: Three (3) years of experience as a paralegal. An equivalent combination of education and experience may be substituted.

#### PROGRAM MANAGER II, GRADE 25

Application Deadline: July 15, 2011.  
\$93,944.00

Job: IRC 4091

Salary: Minimum \$56,631 - Maximum

**Minimum Qualifications:** Experience: Thorough (5 years) experience in a program/specialization area directly related to the developmental needs of children with disabilities aged 0-5 years old. Education: Graduation from an accredited college or university with a Bachelor's Degree. Equivalency: An equivalent combination of education and experience may be substituted.

#### ELECTION AIDE II

Application Deadline: July 12, 2011  
\$46,567.00

Job: IRC 4351

Salary: Minimum \$29,371.00 - Maximum

**Minimum Qualifications:** YOU MUST BE A REGISTERED VOTER IN MARYLAND. POSITIONS REQUIRE SUCCESSFUL COMPLETION OF BACKGROUND CHECKS. Completion of high school or High School Certificate of completion recognized in the State of Maryland.

#### EXERCISE & TRAINING PLANNER

Job: IRC 4252

Application Deadline:  
\$85,463.00

Salary: Minimum \$51,598.00 - Maximum

**Minimum Qualifications:** Graduation from an accredited college or university with a Bachelor's degree and considerable (3 years) experience in Emergency Management. Equivalency applies. Selected candidate will be required to successfully complete a medical evaluation prior to appointment.

**OFFICE SERVICES COORDINATOR**  
**Application Deadline: July 11, 2011**  
**\$51,498.00**

**Job: IRC 3811**  
**Salary: Minimum \$37,457.00 - Maximum**

**Minimum Qualifications:** High school diploma, GED, or High School Certificate of completion recognized in the State of Maryland and four (4) years of progressively responsible secretarial/clerical experience. Equivalency applies.

**REENTRY ASSESSMENT SPECIALIST (CORRECTIONAL SPECIALIST III)** **Job: IRC 4152**  
**Application Deadline: July 11, 2011** **Salary: Minimum \$54,054.00 - Maximum \$89,596.00**

**Minimum Qualifications:** Experience: Three (3) years of experience in community based corrections or in other human services work emphasizing treatment/counseling, at least two of which must be equivalent to that of a Correctional Specialist II. Education: Possession of a Bachelor's degree from an accredited college or university. Equivalency: Excess education may be substituted for required experience, but excess experience may not be substituted for the Bachelor's degree, as the educational requirement is stipulated by the Maryland State Training Commission. Individuals appointed to this position must be at least 21 years of age on the date of appointment, and be either a citizen of the United States or resident alien.

## **PREVIOUSLY POSTED POSITIONS**

**DIRECTOR OF FINANCE** **Position Open Until Filled.**  
**Application screenings begin August 8, 2011 Application Deadline:**

Visit website to review detailed job description at  
<http://www.montgomerycountymd.gov/content/ohr/careers/pdfs/financedirector.doc>

**HOW TO APPLY:** Send your confidential application packet electronically to  
[financedirectorapplication@montgomerycountymd.gov](mailto:financedirectorapplication@montgomerycountymd.gov)

**Minimum Qualifications:** Educational requirements: Graduation from an accredited college or university with a Master's Degree in Finance, Accounting, Business Administration, or other related field. An equivalent combination of education and experience may be substituted at the discretion of the County.

**RESIDENT SUPERVISOR I/II**  
**Application Deadline: September 1, 2011**  
**\$74,181.00**

**Job: IRC 3032**  
**Salary: Minimum \$44,900.00- Maximum**

**Minimum Qualifications:** Experience: Completion of 18 months of satisfactory work as a Resident Supervisor I. Education: Possession of a Bachelor's Degree from an accredited college or university. Equivalency: An equivalent combination of education and experience may be substituted.

**MANAGER, FACILITIES MAINTENANCE**  
**Application Deadline: July 5, 2011**  
**\$115,901.00**

**Job: IRC 3771**  
**Salary: Minimum \$63,411.00 - Maximum**

**Minimum Qualifications:** Bachelor's Degree and (5) years experience in the fields of engineering, program planning and implementation, budget administration, and construction/contract management administration. Equivalency applies.

**EQUIPMENT OPERATOR APPRENTICE**  
**Application Deadline: July 6, 2011.**  
**\$85,463.00**

**Job: IRC 3711**  
**Salary: Minimum \$51,598.00 - Maximum**

**Minimum Qualifications:** Education: Ability to read, write, and carry out oral and written instructions.  
Experience: None.

**CIP COORDINATOR**  
**Application Deadline: July 7, 2011.**  
**\$133,992.00**

**Job: IRC 3971**  
**Salary: Minimum \$73,811.00 - Maximum**

**Minimum Qualifications:** Bachelor's degree and seven (7) years of progressively responsible professional experience in reviewing, analyzing and monitoring government operating and capital budgets, including analysis of management issues having budgeting implications, three (3) years of which were in a supervisory or executive capacity. Note: The term "executive" is further defined as a high echelon or high level position in an organization that is assigned technical research, management advisory services responsibilities, or policy-making duties and responsibilities that exerts considerable influence on organizational policy, plans, and operations through technical research, management advisory services, and/or policy-making duties and responsibilities (e.g., County positions at Grade 30 or above). Equivalency applies.

**EQUIPMENT MAINTENANCE CREW CHIEF**  
**Application Deadline: Open until filled.**  
**\$81,513.00**

**Job: IRC 2150**  
**Salary: Minimum \$49,253.00 - Maximum**

**Minimum Qualifications:** High school diploma or high school certificate of completion recognized in the State of Maryland and six (6) years of journey level experience in the vehicle repair trade in either heavy duty vehicles and mobile equipment, commercial transit equipment, and/or fire/rescue apparatus and equipment; or any combination thereof totaling six (6) years. Equivalency applies.

**GENERAL ACCOUNTING MANAGER**  
**Application Deadline: Open until filled.**  
**\$115,901.00**

**Job: IRC 1570**  
**Salary: Minimum \$63,411.00 - Maximum**

**Minimum Qualifications:** Graduation from an accredited college or university with a Bachelor's Degree and five (5) years applicable experience in the financial accounting or auditing field Equivalency applies.

**MECHANIC TECHNICIAN I**  
**Application Deadline: Open Until Filled.**

**Job: IRC2550**  
**Salary: Minimum \$37,457.00 - Maximum \$61,498.00**

**Minimum Qualifications:** Any combination of technical education and experience equivalent to successful completion of the Fleet Management Services Technician Training Program, or two years of journey-level experience in the automotive repair and maintenance trade. Completion of High School, or a High School equivalency certification. Equivalency applies.

## II. AREA JOB POSTINGS

### ***Two Job Opportunities – SCAN located in Northern Virginia***

Visit website at <http://www.scanva.org/job-opportunities.htm#ParentEd> for job description and application instructions. Positions include Parent Education Coordinator and CASA Case Supervisor

SCAN of Northern Virginia ([www.scanva.org](http://www.scanva.org)) seeks two enthusiastic, experienced, and highly motivated bilingual (Spanish/English) individuals to join our team at a dynamic, mission-driven organization of dedicated child welfare professionals and volunteers.

### ***Development Director – DC Children’s Law Center***

Visit website <http://www.childrenslawcenter.org/join-our-team/join-our-staff> to review job description and application instructions.

## III. Websites for Students – Internships and Paid Jobs

Below are examples of websites to help students locate paid/volunteer internships and summer jobs.

**Internships.Com.** Search engine for summer jobs. Search for opportunities by zip code.  
<http://www.internships.com/search/post/results?keywords=Summer&location=Rockville,%20MD&radius=50>

**Work for Students.** Search engine for internship, work, and college scholarships.  
<http://www.workforstudents.com/home.do>

**Get the Job website.** Search engine for paid jobs.  
[http://search.getthejob.com/?jobtitle=Student%20Summer&ca\\_request=/site/161243402005&creativeid=12625851692&matchType=BROAD&gclid=COru3cDx3akCFQbc4AodXzugXA](http://search.getthejob.com/?jobtitle=Student%20Summer&ca_request=/site/161243402005&creativeid=12625851692&matchType=BROAD&gclid=COru3cDx3akCFQbc4AodXzugXA)

**Nordstrom CAREERS.** Example of local store job posting board including internships with company.  
<http://about.nordstrom.com/careers/?mow=http://about.nordstrom.com/careers/>

***Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment.***  
Send your name and email address to Joe Heiney-Gonzalez  
at [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov) to enroll  
in the Office of Human Resources Job Club.